

Query a Position in the Hierarchy

User Guide Content	Query a Position in the Hierarchy	
	Position Control Number (PCN)	2
	Employee Name	4
	Office Symbol (Org)	5
	Moving Up and Down the Position Hierarchy	
	Move Up One Level in the Hierarchy	7
	Moving Down One Level in the Hierarchy	8

Query a Position in the Hierarchy

Navigate to the Position Hierarchy screen.

The following attributes can be used to query a position in the hierarchy.

The first screenshot shows a 'Find Positions' dialog box with the following fields: Employee Name (with a hint 'i.e., Smith, John D'), Employee Number, Hiring Status (set to 'Active'), Position Name, Job, Office Symbol (Org), and Location. It includes 'Clear' and 'Find' buttons. The second screenshot shows a 'CHRIS Position Flexfield' dialog box with fields for Position Title, Agency Code/Subelement, PD Number, Sequence Number, Position Control Number, and PCN Indicator. It includes 'OK', 'Cancel', 'Combinations', 'Clear', and 'Help' buttons.

The three most common queries used are Position Name-Position Control Number, Employee's Name, and Office Symbol (Org).

Position Control Number (PCN)

Click in the **“Position Name”** field

This screenshot shows the 'Find Positions' dialog box with the cursor positioned in the 'Position Name' field, ready for input.

The “**CHRIS Position Flexfield**” window appears. Enter a unique Position Control Number and click the “**OK**” button.

Your search criteria populates on the “**Find Positions**” window.

Click the “**Find**” button on the “**Find Positions**” window,

The “Position” section of the “**Position Hierarchy**” window populates with the position(s) that meet the PCN query criteria.

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Name	Emp #
Contract Specialist GS14.00TEST.007 013593 C	013593	CIH	0	↓	** No Holders **	
Human Resources Specialist (Information Systems) GS 003497	003497	CIH	0	↓	Anglin, Carol A	15333
Human Resources Specialist (Information Systems) GS 006208	006208	CIH	0	↓	Baran, Pamela T	25155
Human Resources Specialist (Information Systems) GS 006537	006537	CIH	0	↓	Knox, Teri L	15556
Human Resources Specialist (Information Systems) GS 003498	003498	CIH	0	↓	Lyles, Sharon E K	16592
Human Resources Specialist (Information Systems) GS 003480	003480	CIH	0	↓	Rollins, Janette S	5794

NOTE: There may be more than one position with the queried PCN. You can use the up and down arrow keys on the keyboard to scroll through all the positions that meet the PCN search criteria (if more than one position with a given PCN).

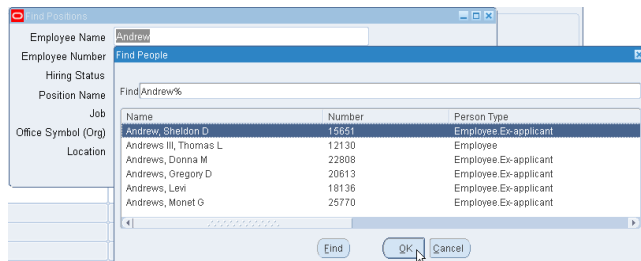
Employee Name

Click in the **“Employee Name”** field

Enter the employee’s Last Name and press the Tab key on the keyboard.

Select the appropriate employee from the List of Values (if there is more than one) and

click the **“OK”** button.

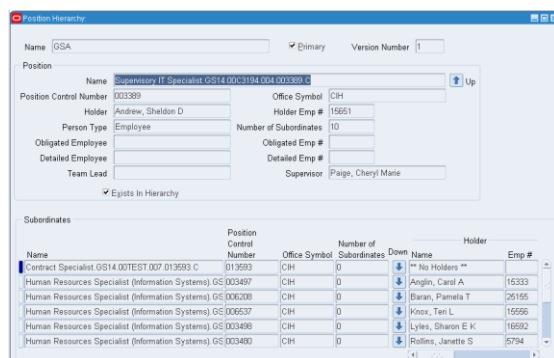


The **“Find Positions”** window populates with the selected employee. Click the **“Find”**

Find button.



The employee’s position data appears in the Position Hierarchy screen, and if the employee is a Team Lead or Supervisor the list of subordinate positions are viewable.

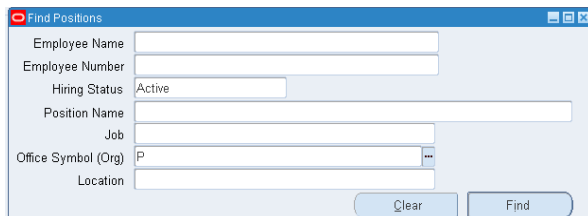


Note: When querying by Employee Name, you will be viewing the position the employee is encumbering, not the obligated or detail position

Office Symbol (Org)

Click in the “**Office Symbol (Org)**” field

Enter the Office Symbol and press the “Tab” key on the keyboard.

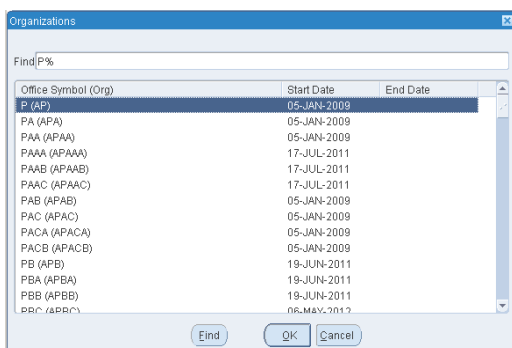


The "Find Positions" window is a form with the following fields: Employee Name, Employee Number, Hiring Status (set to "Active"), Position Name, Job, Office Symbol (Org) (set to "P"), and Location. At the bottom right are "Clear" and "Find" buttons.

More than one value may appear for an Office Symbol based on your query (i.e., all Office Symbols beginning with “P”). If so, the “**Organizations**” window opens.

If more than one code appears, select the Office Symbol you want to query, and then

click the “**OK**” button

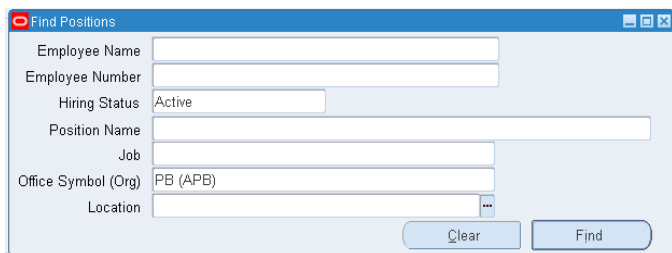


The "Organizations" window shows a list of Office Symbols (Org) and their corresponding Start and End Dates. The list is filtered by "Find P%". The first entry, "P (AP)", is selected.

Office Symbol (Org)	Start Date	End Date
P (AP)	05-JAN-2009	
PA (APA)	05-JAN-2009	
PAA (APAA)	05-JAN-2009	
PAAA (APAAA)	17-JUL-2011	
PAAB (APAB)	17-JUL-2011	
PAC (APAC)	17-JUL-2011	
PAB (APAB)	05-JAN-2009	
PAC (APAC)	05-JAN-2009	
PACA (APACA)	05-JAN-2009	
PACB (APACB)	05-JAN-2009	
PB (APB)	19-JUN-2011	
PBA (APBA)	19-JUN-2011	
PBB (APBB)	19-JUN-2011	
PBC (APBC)	06-MAY-2012	

Buttons at the bottom: Find, OK, Cancel.

The “**Find Positions**” window populates with the Office Symbol and Org Code [i.e., PB (APB)] in the “**Office Symbol (Org)**” field. Click the “**Find**” button on the “**Find Positions**” window.




The "Find Positions" window now shows the "Office Symbol (Org)" field populated with "PB (APB)". The "Find" button is highlighted.

The “Position” section of the “**Position Hierarchy**” window populates with the position(s) that meet the Office Symbol query criteria.

The screenshot shows the "Position Hierarchy" window. At the top, there is a search bar with "GSA" entered and a "Primary" checkbox checked. Below this, the "Position" section displays details for a selected position: "Chief of Staff, GSD3.00MG250.005.009112.C". The details include: Position Control Number (009112), Office Symbol (PB), Holder (Osgood, Linda A), Holder Emp # (2261), Person Type (Employee), Number of Subordinates (0), Obligated Employee, Obligated Emp #, Detailed Employee, Detailed Emp #, Team Lead, and Supervisor (Melton, Lawrence A). There is an "Up" arrow button next to the position name. Below the position details, there is a "Subordinates" section with a table that has columns for Name, Position Control Number, Office Symbol, Number of Subordinates, and Holder Emp #. The table is currently empty.

NOTE: There may be more than one position that meets your selection criteria. You can use the up and down arrow keys on the computer keyboard to scroll through all the positions that meet the Office Symbol search.

To query another position, select the “**Find**”  icon.

The screenshot shows the "Find..." button in the "Position Hierarchy" window. The button is highlighted with a mouse cursor. The window title bar shows "Hierarchy: 18-JUN-2012". Below the button, the search criteria are displayed: Name (GSA), Version Number (1), Date From (01-JAN-1899), and Date To (empty).

The “**Find Positions**” window will appear.

The screenshot shows the "Find Positions" window. It contains several input fields for searching: Employee Name, Employee Number, Hiring Status (set to "Active"), Position Name, Job, Office Symbol (Org), and Location. At the bottom right, there are "Clear" and "Find" buttons.

Moving Up and Down the Position Hierarchy

Move up one level in the hierarchy

To look at the position that a position reports to in the hierarchy, click the “Up” arrow.



Position

Name: Human Resources Specialist (Information Systems) GS14.00C2589.011.005622.C

PCN: 005622 Office Symbol: CIH

Occ Series: 0201.Human Resources Management

Pay Plan and Grade: GS-14 Funded: ☒

Holder: Baran, Pamela T Holder Emp #: 25155

Person Type: Employee Number of Subs.: 0

Obligated Employee: Obligated Emp #:

Detailed Employee: Detailed Emp #:

Team Lead: Supervisor: Anglin, Carol A

☒ Exists In Hierarchy

Up Detail

The “Position” area populates with the supervisor/team lead position.

Position

Name: Supervisory IT Specialist.GS14.00C3194.007.003151.C

PCN: 003151 Office Symbol: CIH

Occ Series: 2210.Information Technology Management

Pay Plan and Grade: GS-15 Funded: ☒

Holder: Anglin, Carol A Holder Emp #: 15333

Person Type: Employee Number of Subs.: 11

Obligated Employee: Obligated Emp #:

Detailed Employee: Detailed Emp #:

Team Lead: Supervisor: Costa, Anthony

☒ Exists In Hierarchy

Subordinates

Name	PCN	Office Symbol	Occ Series and Grade	Funded	Number of Subs. Down	Holder Name	Emp #
Human Resources Specialist (Information Systems)	005622	CIH	0201.II.GS-14	<input checked="" type="checkbox"/>	0	Baran, Pamela T	25155

NOTE: You can click the “Up” button until you get to the top of the hierarchy. To get back to the subordinate position, use the scroll bar to the right of the Down arrows and find the Employee/Vacant position.

Move down one level in the hierarchy



Click the “Down” arrow in the Subordinates area.

Subordinates									
					Funded		Holder		
Name	PCN	Office Symbol	Occ Series	Pay Plan and Grade	Number of Subs.	Down	Name	Emp #	
Human Resources Specialist (Information Systems)	005622	CIH	0201.I	GS-14	1	↓	Baran, Pamela T	25155	
Human Resources Specialist (Information Systems)	005887	CIH	0201.I	GS-14	0	↓	Knox, Teri L	15556	

If the position is a supervisor or team lead, the “Position” area populates with the Supervisor’s position and “Subordinates” area populates with their subordinates.

Position									
Name	Human Resources Specialist (Information Systems), GS14.00C2589.011.005622.C								
PCN	005622								
Office Symbol	CIH								
Occ Series	0201.Human Resources Management								
Pay Plan and Grade	GS-14								
Holder	Baran, Pamela T								
Person Type	Employee								
Obligated Employee									
Detailed Employee									
Team Lead									
Funded	<input checked="" type="checkbox"/>								
Holder Emp #	25155								
Number of Subs.	1								
Obligated Emp #									
Detailed Emp #									
Supervisor	Anglin, Carol A								
<input checked="" type="checkbox"/> Exists In Hierarchy									
Subordinates									
Name	PCN	Office Symbol	Occ Series	Pay Plan and Grade	Funded	Number of Subs.	Down	Name	Emp #
Human Resources Specialist (Information Systems)	003253	CIH	0201.I	GS-13	<input checked="" type="checkbox"/>	0	↓	** No Holders **	